

MINUTES OF THE MILLVILLE
TOWN COUNCIL MEETING
September 14, 2021 @ 7:00 p.m.

1. **Call to order:**

Mayor Belinko called the meeting to order at 7:00 p.m. with the **Pledge of Allegiance**. **Present:** Council Members Sharon Brienza, Barbara Ryer and Robert Wisgirda, Code & Building Official, Eric Evans, Administrative Assistant Jennifer Ireland, Town Engineer Andrew Lyons, and Town Clerk Wendy Mardini were also present. **Absent:** Council Member Steve Maneri due to a family issue out of Town and Town Manager Debbie Botchie due to illness.

2. **Adoption of Town Council Meeting Minutes:**

- A. August 24, 2021, Town Council Meeting Minutes
- B. August 24, 2021, Executive Session Meeting Minutes

Council Member Brienza made a motion to approve the Town Council meeting minutes for August 24, 2021, and Executive Session Meeting Minutes from August 24, 2021. Seconded by Council Member Ryer. The motion carried unanimously 4-0.

3. **Financial Report:** Treasurer Barbara Ryer

- A. Financial Report for July 2021

General Fund Revenue	\$247,266.00
General Fund Expenditures	\$ 70,376.00
Restricted Revenue	\$262,955.00
Restricted Expense	\$ 24,949.00
General Interest Income	\$ 466.00
Restricted Interest Income	\$ 450.00

Ms. Ryer advised the CD activity was \$12,000.00 and deposited as it matured.

4. **Administrative Matters:** Town Manager Debbie Botchie (not in attendance)

- A. Administrative Report for August 2021

Mayor Belinko had a couple of comments. In looking over the spreadsheet supplied, Mayor Belinko noted the growth that has taken place in our Town, and all the projects. He recognized the daily workload undertaken by the Town Staff due to that rapid growth. Also noting that the Code Enforcement Officer, Eric Evans, has been doing a great job in keeping up with all of this. Mayor Belinko emphasized to the Council to look at the supplied spreadsheet and understand it is just the beginning of the Town growth.

Also noted was the fact that we did have a training session for our three new Parks and Recreation Commission Members. They were orientated on their responsibilities, given a grand tour of the park so they could visualize what else is going to take place in the future. They are very enthusiastic, and they'll be meeting quarterly.

Mayor Belinko also mentioned that the Town Manager's report advised that The Town has put in a grant request for the artificial surface under the swing set for the safety of our youngsters.

Mayor Belinko also wanted to point out in the Town Manager's report that the Community Center has been extremely busy with rentals. Looking into the future, there is the potential of not getting coverage for the events scheduled on the weekends. The staff Members and Council Members have previously volunteered to cover the events. The Mayor is bringing this to the attention of the Council suggesting the Town may benefit by having a professional Recreation and Park Manager to handle the growth that is quickly happening at Evans Park. He wanted to point that out because the Town staff is very busy with the constant growth within the Town and then trying to cover events on the weekends is difficult.

5. **Citizens' Privilege**

There were no speakers or questions.

6. **Old Business**

- A. Adoption of August 2, 2021, Special Town Council Meeting Minutes
- B. Adoption of August 10, 2021, Special Town Council Meeting Minutes
- C. Adoption of August 2, 2021, Executive Meeting Minutes
- D. Adoption of August 10, 2021, Executive Meeting Minutes

Council Member Ryer made a motion to approve the minutes for August 2, 2021, Special Town Council Meeting; August 10, 2021, Special Town Council Meeting; August 2, 2021, Executive Meeting Minutes; and August 10, 2021, Executive Meeting. Seconded by Council Member Wisgirda. The motion carried unanimously 4-0.

- E. *Discussion and possible vote to ratify the August 24, 2021, vote regarding a final site plan submitted by Kenneth Christenbury from Axiom Engineering, LLC on behalf of Millville Volunteer Fire Company for a proposed expansion project.*

Council Member Brienza made a motion to ratify the August 24, 2021 vote regarding the final site plan submitted by Kenneth Christenbury from Axiom Engineering, LLC on behalf of Millville Volunteer Fire Company for a proposed expansion project. Seconded by Council Member Ryer. The motion carried unanimously 4-0.

7. **New Business**

- A. *Review, discuss and possible vote on Fiscal Year 2021 Audit and Financial Statements.*

The Mayor introduced the Financial Director of the Town of Millville, Lisa Wynn, along with Mr. Herb Geary of PGM Group, LLC, CPA.

Mr. Geary addressed the Council stating that the Town has a very good fiscal picture to look at. While referring to the Treasury report he mentioned that the Town of Millville doesn't have a problem collecting property taxes, however, they are having a problem finding an investment vehicle for the cash, since interest rates are at an all-time low. He also said that Ms. Wynn and her team does a wonderful job of collateralizing, insuring all the cash investments. Mr. Geary thanked Lisa Wynn, Debbie Botchie and Anna Scarola for all their help during the audit process, acknowledging that it's not something they probably look forward to every year, but they they're always ready. Also, that Ms. Wynn does a wonderful job of preparing and that the Town is blessed to have the finance crew that we do.

Mr. Geary then went on to address the Independent Audit opinion, he stated that it's an unmodified unqualified opinion, it's the highest level of assurance that an independent audit firm can provide. Continuing, he referred to the Internal Control letter stating that as in the past there is one common element, that since the Town only has a few people in the Accounting Department, it's quite difficult to adequately segregate all the duties and responsibilities but recognizes that Ms. Wynn is doing a great job of maximizing the segregation of duties.

Mr. Geary suggested that the Mayor look at the discussion prepared by Ms. Botchie and Ms. Wynn regarding the fiscal year and looking at the fiscal year 2022 as well. He added that it was a nice summary of what happened in 2021.

Mr. Geary also pointed out that there is \$8 million of cash on hand and another \$5.5 million of restricted cash on hand for total of \$13.5 million. Congratulating Ms. Wynn and Ms. Botchie that the Town does a great job ensuring and/or collateralizing that much cash, using several institutions for investment purposes. He also stated that there is a balance of \$8.1 million in the unassigned fund balance. That fund balance can be used for any purpose the Town desires, and it's not restricted in any way.

In closing, Mr. Geary congratulated the Town staff for being well prepared and getting any answers requested by PGM Group, LLC.

Council Member Brienza made a motion to approve the Fiscal Year 2021 Audit and Financial Statements. Seconded by Council Member Ryer. The motion carried unanimously 4-0.

MOTION TO ENTER PUBLIC HEARING

Council Member Wisgirda made a motion to enter into public hearing. Seconded by Council Member Brienza. The motion carried unanimously 4-0.

B. Council Member, Secretary Robert Wisgirda, read the Public Notice to consider a discussion and possible vote on the final subdivision site plan submitted by Jeff Clark of Land Tech Land Planning, LLC, on behalf of ASF MBTS, LLC, for Millville by the Sea (MBTS) Village 7. The proposed 35 lots would sit on the 7.4 acres site located on Tax Map Parcel 134-12.00-3294.00 and is zoned Master Plan Community (MPC), which was published in the Coastal Point Legal section on August 27, 2021.

C. Written Comments (Debbie Botchie was not present due to illness)

D. **Synopsis:** At its May 27, 2021, meeting, the Town Planning and Zoning Commission voted 3-0-2, with the abstention of Ms. Scheck and Mr. Roe, recommending to Town Council the approval of the preliminary subdivision site plan for MBTS Village 7. The commission recommended a continuous sidewalk (in front of a parking area to the northwest), and consideration of additional amenities.

Council Member Brienza and Council Member Wisgirda abstained from the discussion.

E. Mr. Jeff Barton introduced himself as an architect with the firm of Land Tech Land Planning and with him was Mr. Rod Hart, representing the applicant Ardent Companies. Mr. Barton was speaking regarding the final plan approval for what was previously known as Village 7 and now will be called Schooner Cove.

Mr. Barton described Schooner Cove as having a single entry/exit from Endless Summer Drive, forming a four-way intersection with Seascape Court that will serve as 35 proposed single family detached dwellings. The site plan meets the current Town of Millville Code and comprehensive plan requirements, as well as those supplementary land use planning requirements found in the Millville by the Sea development performance standards that were adopted by this Town Council. There's a centrally located mail kiosk plan with a plan to attach a pergola with bench seating. Immediately parallel to that kiosk are two off street parking spaces, one being reserved for handicapped access. There will be on-street guest parking with 10' by 20' spaces as required by Code. Sidewalks will join the perpendicular off-street parking. A continuous pedestrian path or walkable loop connects Schooner Cove residents to the existing Millville by the Sea multi-use paths and sidewalks. There is also a pond front pergola with a swing which is proposed at the end of Mill Race Street.

E. Mr. Andrew Lyons advised that all comments on his letter from dated September 7, 2021, have been addressed. The recommendations by the Planning Commission have also been addressed. Mr. Eric Evans stated that everything he submitted has also been addressed.

G. Council Member Ryer confirmed with Mr. Lyons that there are 35 homes proposed for this area and that the requirement of 20% green space has been met. Ms. Ryer also wanted to know that if there was stormwater erosion near the pond, who would be responsible. She was advised by Mr. Barton that the Master Association would be responsible for same.

H. Resident/Property Owner comments and/or questions: Sharon Brienza, 23817 Pembroke Lane, Millville, DE 19967 wanted clarification regarding the Planning & Zoning minutes of 5-27-21 as follows:

“Mr. Clark stated Ardent Companies was preparing a master amenity plan. It would include multiple levels of design including site-scale (each village), community, and regional.” She requested clarification between the 3.

Mr. Barton explained site scale would be like Village 7 and the kiosks that are in the smaller amenities. The community scale would be a facility that everyone draws from, and regional scale would be in an area that can’t be restricted from the public. Ms. Brienza was satisfied with that explanation.

No other comments were received from the property owners.

MOTION TO CLOSE PUBLIC HEARING

Mayor Belinko requested a motion to come out of Public Hearing. Council Member Wisgirda made a motion to come out of Public Hearing. Seconded by Council Member Brienza. The motion carried unanimously 4-0.

1. *Discuss, consider, and possible vote on a final subdivision site plan submitted by Jeff Clark of Land Tech Land Planning, LLC, on behalf of ASF MBTS, LLC, for Millville by the Sea (MBTS) Village 7 a/k/a Schooner Cove.*

Seth Thompson, Esq. was asked by Mayor Belinko to explain the Quorum requirements and as to why 2 Council Members are not participating in the vote. It was explained that since they are residents they could not participate as Council Members because there is a potential conflict of interest, but a Quorum remains because they remain physically present.

Council Member Ryer made a motion to approve the final subdivision site plan submitted by Land Tech Land Planning, LLC, renaming the Village 7 as Schooner Cove. Seconded by Council Member Belinko. The motion carried with 2 approvals, 2 abstentions and 1 absentee.

8. **CITIZENS PRIVILEGE**

No comments.

9. **ANNOUNCEMENT OF NEXT MEETING** - Tentatively September 28, 2021

10. **ADJOURNMENT**

A motion was made by Council Member Brienza, seconded by Council Member Ryer, to adjourn the meeting at 7:47 p.m. The motion carried unanimously 4-0

Respectfully submitted,
Wendy Mardini
Town Clerk